



Mary-Ann Warmerdam
Director

Department of Pesticide Regulation



Arnold Schwarzenegger
Governor

2007/2008 PEST MANAGEMENT ALLIANCE GRANT PROGRAM

Solicitation Notice

10 July 2007

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Section I

GRANT APPLICATION PACKAGE

2007-2008 PEST MANAGEMENT ALLIANCE GRANT SOLICITATION

ALLIANCE GRANT OVERVIEW

Introduction

The Department of Pesticide Regulation's (DPR's) **Pest Management Alliance Grant**¹ program or "**Alliance**" program solicits project proposals to increase implementation and adoption of effective pest management practices that reduce risks to human health and the environment. A Pest Management Alliance is a collaborative team formed to assist growers, urban pest managers, school staff, and many others to implement integrated pest management (IPM) practices that reduce risks associated with pesticide use. Successful Alliances include groups with broad influence, such as commodity, professional, non-profit or industry organizations that facilitate widespread implementation and adoption of IPM.

Funding

Five hundred and eighty-five thousand dollars (\$585,000) is available July 1, 2007². Funding is not to exceed \$300,000 per project with project completion no later than May 14, 2010.

Integrated Pest Management Defined:

IPM is a long-term, preventive approach to managing pests that combines biological, cultural, physical, and/or chemical options. IPM involves a decision-making process based on pest identification and population monitoring, action thresholds, and knowledge of pest biology. Pest management practices that are effective and economically viable are used in a manner that benefits consumers, growers, farm workers, urban neighborhoods, and the environment. Pesticides are used judiciously and only as a last resort.

IPM programs incorporate the use of various practices such as: cover crops; crop rotation; insect baits; pest exclusion; sanitation, release of natural enemies; pheromone mating confusion; and/or the use of products that act as insect growth regulators. IPM programs may include variable rate pesticide applications, remote sensing of pest population development, "smart" sprayer/target sensing application equipment or other technologies that reduce pesticide use relative to conventional pesticide applications.

Alliance History

DPR's Pest Management Alliance and Grants Programs, making awards from 1995 to 2002, were instrumental in demonstrating practices and programs that helped to increase

¹ Originally titled "Pollution Prevention Grants Program" in the Governor's 2007-08 State Budget.

² Pending State Budget approval.

the adoption of IPM in commerce. Past Alliance and Grants projects addressed a wide array of agricultural and urban pest management needs. In agriculture, DPR-funded projects demonstrated IPM practices in almonds, wine grapes, walnuts, prunes, peaches, plums, citrus, and other commodities—crops planted on hundreds of thousands of acres in California. In the urban environment, DPR projects have helped schools, museums, and communities demonstrate model IPM programs. Some success stories are outlined below.

- The **School Alliance** developed curricula and record keeping tools for school administrators and staff. The IPM tools were used in 33 school districts in Ventura County.
- The **Almond Pest Management Alliance** was formed in 1998 with pesticide reduction as a priority. Use of diazinon fell from 115,000 pounds in 1997 to 63,000 pounds in 2001, a 45 percent drop.
- The **Riverside Municipal Museum** eliminated regularly scheduled pesticide applications and switched to IPM. An entirely new landscape was installed that minimized incursions by pests from the surrounding urban environment.
- The **Pear Alliance** adopted “puffers” to control their most destructive pest, the codling moth. Using “puffer” mating disruption, pear growers replaced up to four applications of organophosphate insecticides annually.

A list and summaries of past Alliance projects and other pest management grants can be found at <<http://www.cdpr.ca.gov/dprgrants.htm>>.

Current Alliance Program

DPR anticipates receiving funds in the 2007-08 State Budget to restore the Pest Management Alliance grant program.

Priority funding will be given to projects in two broad areas:

Alliance Program Priority Areas:

IPM in Urban Environments (e.g., schools, child care, homes, parks):

- for pesticides of human health concern or found in water or air.

IPM in Agriculture (production and non-production):

- for pesticides of human health concern or found in water or air.
- for reduction in volatile organic compound (VOC) emissions.

Funding is limited to projects whose primary goal is implementation and adoption of IPM programs that reduce the use of pesticides of human health or environmental concern³.

³ “human health or environmental concern” is intentionally open-ended to allow groups to make their own compelling case for project need and impact. DPR does not maintain a list of pesticides of human health or environmental concern.

An Alliance addresses these priority areas through a collaborative team formed to implement IPM practices that reduce risk associated with pesticide use among growers, urban pest managers, school staff, and many others. Alliance projects must focus on increasing implementation of IPM programs with the goal of widespread adoption. Small-scale research can be a component of the overall project, but should not be the focus of the project or budget. Alliances must provide evidence that adoption is taking place (or beginning to take place) by the end of the grant period.

Alliance organizers need to assemble a strong Management Team that includes representatives with broad influence – opinion leaders – such as commodity groups, growers, landscape professionals, university, and urban or industry representatives, in order to facilitate adoption. An Alliance should also include Team Partners—those involved in the activities of the Alliance project but not part of project management.

Funded projects will be assigned a DPR Grant Manager and Grant Program Analyst. The Grant Manager is a member of the management team and will actively participate in the Alliance project. The Grant Program Analyst will work with the grantee and the Grant Manager to facilitate reimbursement, track expenditures, and provide support for the administration processes set forth in Section III.

Alliance organizers will identify the baseline of current pest management practices, define the successful IPM program they plan to promote, and define a plan to achieve widespread adoption of the IPM program during the grant period.

Who Should Apply

Groups planning to carry out the proposed work in California are eligible to receive funding. Principal investigators may come from public or private institutions or organizations including, but not limited to, commodity boards, University of California Cooperative Extension, accredited institutions of higher learning, resource conservation districts, licensed pest control businesses, school districts, cities, governmental agencies, non-governmental and non-profit organizations, and others.

SUMMARY OF THE TWO-PHASE APPLICATION PROCESS

Phase 1: Concept

Interested applicants must submit a Concept in Phase 1 ([see Appendix A](#)). Concepts are a three-page summary describing:

- DPR grant priority areas that apply to the project,
- The goals and objectives of the project,
- The Alliance team assembled to carry out the project,

- How the project will communicate the IPM program to the target group⁴, and
- How success will be measured or evaluated.

DPR staff will review Concepts and groups submitting the highest ranked Concepts will be invited to move to Phase 2.

Successful Phase 1 applicants will be contacted by DPR and invited to develop the Concept into an expanded, more detailed Proposal in Phase 2.

Phase 2: Proposal

Groups invited to submit a Proposal will need to expand the work plan, solidify measures of project success, secure commitments from team members, and put together a Proposal ([see Appendix B](#)) that meets the timeline and requirements below.

An invitation to submit a Proposal is not a guarantee of funding. A subcommittee of the Pest Management Advisory Committee (PMAC) will evaluate and rank all Proposals. The PMAC was established by law to advise DPR on pest management issues. This committee is a broad stakeholder group comprised of growers, processors, industry, public interest groups, public and private research and educational institutions, government agencies, and individuals knowledgeable about pest management.

The PMAC will recommend the highest scoring Proposals to the DPR Director for funding. The program anticipates funding three to four Proposals during the 2007-08 fiscal year (July 1, 2007 – June 30, 2008)

Grant Term

Grant terms can be for a maximum of 30 months (not to extend beyond May 14, 2010).

Schedule for the Two-Phase Application Process

Phase 1	July 10, 2007	Release of Grant Solicitation package.
	July 10-August 7, 2007	Questions submitted about the Concept phase (email or mail only).
	July 10-August 10, 2007	Answers posted on DPR website < http://www.cdpr.ca.gov/dprgrants.htm >
	August 14, 2007	Concepts due by 5:00 P.M.
	August 15-20, 2007	Concepts reviewed and evaluated

⁴ Typically a small group (local growers in a statewide commodity, local golf course association, city parks and recreation department, regional water quality coalition, etc.) of a larger related group that will be the target of project activities and that will be used to measure project success.

Phase 2	August 21, 2007	Invitation issued to submit a Proposal
	August 21-October 16, 2007	Questions can be submitted about the Proposal phase (email or mail only)
	August 29-October 19, 2007	Answers posted on DPR website < http://www.cdpr.ca.gov/dprgrants.htm >
	October 19, 2007	Proposals due by 5:00 P.M.
	October 22–November 14, 2007	Pest Management Advisory Committee Review
	November 15, 2007	Pest Management Advisory Committee meeting to recommend Proposals to DPR’s Director
	December 19, 2007	Notify successful applicants of grant award
	January 9, 2008	Award Grants

PHASE 1: ALLIANCE CONCEPT PROCESS

Introduction

Concepts are intended to be short, concise descriptions of the Alliance project. Concepts should identify the DPR priority to be addressed, describe an organized IPM program and management team, and identify a feasible implementation plan and measures of success.

DPR staff will score and rank Concepts according to the criteria summarized below. Concepts that do not address at least one DPR grant priority area will not be reviewed. Note: only groups submitting the highest-ranked Concepts will be invited to develop a Proposal.

Concept Requirements

To qualify for review in Phase 1, Concepts must meet the following requirements:

- Address at least one of DPR’s Priority Areas:
 - IPM in Urban Environments (e.g., schools, child care, homes, parks):
 - for pesticides of human health concern or found in water or air.
 - IPM in Agriculture (production and non-production):
 - for pesticides of human health concern or found in water or air.
 - for reduction in VOC emissions.
- Submit using the Alliance Concept Form provided by DPR (Appendix A), not to exceed three typewritten pages.
- The text must be a minimum 12-point font (Times New Roman or similar) and printed on 8.5 x 11 inch white office paper with one-inch margins.
- Provide ten double-sided copies and one original.

- Proposed management team members must be in good standing with the Department and the County Agricultural Commissioners, with no outstanding fines, penalties or infractions.
- Applicants must be willing to abide by the Terms and Conditions set forth in Section II should they receive a grant award.

Concept Scoring Summary

Concepts will be evaluated and scored using the following criteria.

Criteria Description	Possible Score
Priority Areas: At a minimum, projects address one DPR priority area listed on page 5.	Pass/Fail
Project Overview: Provide a brief description of the value of the project in implementing IPM, reducing pesticide use and addressing DPR priorities.	12
Team: Provide a list of the proposed Management Team—those making management decisions, their affiliations and roles. Provide a list of proposed Team Partners--those involved in Alliance activities but not part of project management.	6
Implementation: Provide a brief description of the plan to document increased implementation and adoption of IPM.	8
Measures of Success: Provide a brief description of how you plan to measure project success.	6
Total	32 points

Question and Answer Process

Questions about Phase 1 of the application process must be submitted in written form by email to <tbabb@cdpr.ca.gov> or postal mail to:

Attn: Tom Babb
 Department of Pesticide Regulation
 Pest Management and Licensing
 1001 I Street, 3rd Floor, MS-3A
 Sacramento, California 95812-4015

Questions and answers will be posted weekly at the Department's website at <<http://www.cdpr.ca.gov/dprgrants.htm>> during July 10 –August 10, 2007. Questions and answers may be mailed or faxed upon request to applicants without Internet access. To maintain fairness, questions regarding specific projects cannot be answered.

Submitting a Concept

Concepts must be submitted under sealed cover by August 14, 2007. Submissions by mail are acceptable as long as they are postmarked on August 14, 2007. Direct delivery

(delivery in person) should be made to the first floor reception area by 5:00 P.M on the due date to:

California Environmental Protection Agency Building
1001 I Street, Sacramento, California, 95814.

The sealed cover must be plainly marked with the project title, applicant name and address, and marked with “**DO NOT OPEN**”, as shown in the following example:

<p>Pest Management Alliance Concept Title Applicant Attn: Tom Babb Department of Pesticide Regulation Pest Management and Licensing 1001 “T” Street, 3rd Floor, MS-3A Sacramento, California 95812-4015</p> <p>DO NOT OPEN</p>
--

Concepts will not be accepted electronically or by fax. Any additional information provided by the applicant after the final filing date of August 14th, 2007, at 5:00 P.M. will not be accepted.

PHASE 2: ALLIANCE PROPOSAL PROCESS

Introduction

The Proposal is a more detailed version of the Concept. Groups at this stage will need to solidify the work plan, measures of project success, secure commitments from team members, and put together a Proposal that meets the timeline and qualifications listed below.

Proposals will ONLY be considered from those applicants contacted by DPR and invited to continue to Phase 2.

Proposal Requirements⁵

To qualify for review in Phase 2, Proposals must meet all of the following requirements:

- Submit using the Proposal Content Outline provided in Appendix B.
- The Proposal Detail, (A-G below), must not exceed twenty (20) numbered pages.
- The Title Page ([Appendix C](#)), attached Alliance Concept form from Phase 1, table of contents, Current Pest Management Practices Form ([Appendix D](#)), maps, graphs, charts, letters of support, or other supporting documentation and appendices will not be counted as part of the Proposal Detail twenty page limit.
- The text must be a minimum 12-point font (Times New Roman or similar) and printed on 8.5 x 11 inch white office paper with one-inch margins.
- All pages must be numbered in order, starting with the title page and continuing through the appendices.
- Include one signed original and ten (10) copies of the Proposal.
- Submit Proposals and all copies individually bound or place individually in a pressboard binder suitable for distribution to reviewers.
- Proposal signed by a person with authorization to bind the individual, entity or organization to the terms and conditions of the grant.

⁵ Must have received an invitation to develop a Proposal from DPR staff in Phase 1.

Proposal Scoring Summary

The Alliance Proposal will be evaluated and scored using the following criteria.

Criteria Description	Possible Score
Overview	20
Goals and Objectives	10
Work Plan	25
Adoption and Deliverables	10
Measures of Success	10
Team	15
Budget	10
Total	100 points

A Proposal must have a score of at least 70 points to be considered for possible funding. See *Proposal Detail* below for full descriptions of Proposal scoring criteria.

Proposal Content

Use the Proposal Format in Appendix B for the layout and sequence of required components of the Proposal.

Note: The body of the Proposal (the Proposal Detail, sections A-G) should be 20 numbered pages or less, not including supporting documents.

Proposal Detail:

A. Overview (20 points): The overview of the proposed grant project clearly states why the project is needed and substantiates the assumptions made.

- 1) Clearly state why the project is needed and who would benefit;
- 2) Provide a narrative summary of key pests addressed in the Proposal, current baseline of pest management practices for key pests and available alternatives;
Note: Proposals must also include a completed Current Pest Management Practices Form (Appendix D) that will provide details on all other pests that require management tactics most years.
- 3) Describe the DPR priority areas and specific pesticide active ingredients involved;
- 4) Describe the risk associated with the use of these active ingredients;
- 5) Describe the IPM program being proposed and the IPM practices that will be demonstrated. Cite evidence that any new practice is ready for demonstration and adoption. For example, UC researcher “X” reported in *California Agriculture* (June, 1999) that pheromone confusion programs effectively reduce codling moth damage in pears;
- 6) Describe how the project will increase the adoption of the proposed IPM program in California and identify the target group;

- 7) If applicable, discuss how the IPM program to be implemented will either reduce VOCs emissions and/or reduce/eliminate pesticide movement to water and/or air;
- 8) Describe economic or other environmental considerations that may further justify the need for the project.

B. Goals and Objectives (10 points): Identify overall goals for the project and the objectives used to meet those goals.

- 1) Describe the overall goals for the project. For example: *“Reduce the use of organophosphates in fresh-market apple production by 20% in three years.”*
- 2) Describe measurable objectives, including specific target dates. For example, *“Promote use of pheromone mating disruption to manage codling moth by 12 growers with over 20 acres each, by the end of the 2008 season.”*
- 3) Relate objectives directly to the priority area to be addressed;
- 4) Describe clearly any outcomes expected from the successful completion of this project;
- 5) Include any environmental and economic benefits resulting from this project.

C. Work Plan (25 points): Provide work details (tasks) for each objective.

- 1) Describe project objectives designed to meet project goals;
- 2) Describe each task and clearly link tasks to objectives. For example: *“Organize six breakfast meetings (task) to demonstrate pheromone technologies to meet Objective 3 – Extend project information to all apple growers”;*
- 3) For each task, establish a projected date for completion. A table displaying dates for the commencement and completion of each task is recommended (see [Appendix E](#), Task List and Timeline). Assume a start date of January 9, 2008, and end date no later than May 14, 2010;
- 4) Include dates for completion of all milestones and project deliverables.

D. Adoption and Deliverables (10 points)

- 1) Describe the population, grouping, or geographic area that will be used as a measure of project adoption. This needs to be detailed, such as *“Reduce use of glyphosate in Fresno city parks by 50% using a combination of prevention tactics”;*
- 2) Describe plans to implement desired project outcomes in new areas and with new clients;
- 3) Discuss how the project will lead to implementation resulting in reaching project goals and meeting DPR priorities for the grant;
- 4) List, discuss and define deliverables. For example, *“Produce a field guide to reduced-risk pest management practices in California cotton”;*
- 5) Describe the framework in place (or planned) to effectively communicate IPM systems and project results broadly within and outside the target group.

E. Measures of Success (10 points)

- 1) For each listed objective, describe how success will be measured. Emphasize measures of success that can be quantified, for example, *“Objective 3: Increase*

total area under pheromone confusion program from 2,000 acres to 5,000 acres by 2010.”

- 2) Include a plan to document and overcome barriers to success;
- 3) Define success in numeric terms. For example, *“The project will reduce organophosphate use among 50 Demeter area growers by 20% by the end of the grant term”*;
- 4) Present a plan to document and analyze all relevant economic data from the project. Give details of how the project will track economic and labor input to give a true accounting of the costs of any new practices (pest monitoring, pesticides, pheromones, management, etc.) or the project practices compared to standard practices;
- 5) Describe the method for evaluating and measuring how the project achieved goals and objectives, including adoption of IPM.

F. Team (15 points)

- 1) Identify the “management team” that meets regularly to make decisions about the project. The ideal management team is a diverse group that can collectively address all aspects of the pest management project. Describe the management team and their relevant experience. The DPR Grant Manager will participate as part of the management team;
- 2) Describe any other relevant financial commitments related to the project;
- 3) Attach résumés or curriculum vitae for the Principal Investigator(s);
- 4) Identify Alliance “team partners”—those involved and participating in the project but not involved in project management;
- 5) Identify all Alliance team partners by name, address, and area of expertise or involvement. If possible, include individuals who already use the proposed practices and could serve as mentors.

G. Budget (10 points)

- 1) Use the Line Item Budget Form ([Appendix F](#)) to provide a summary of project expenses itemized according to the seven budget categories listed. List any equipment to be purchased costing more than \$500;
- 2) Use the Task-Budget Form ([Appendix G](#)) to clearly link project expenses to objectives and tasks;
- 3) Be sure to identify objectives for easy reference in budget and timeline;
- 4) Provide a brief statement describing other supporting funds and related work, current or pending, and how the proposed Alliance work is different or complimentary.

Required Documents and Activities of All Alliance Projects

Reports and meetings required by DPR for the project should be considered in the proposed work plan and budget.

Required Reports

All Alliance projects will need to submit progress reports semiannually and a final report in May of the final year of the grant period. Applicants should include a proposed schedule for progress and final reports in their work plan. The exact timing of semiannual progress reports and the final report will be at the discretion of the DPR Grant Manager and dependent on start date, the type of project (agriculture versus urban), and availability of funds.

Final reports for all projects funded in fiscal year 2007-08 must be submitted no later than May 14, 2010.

In addition to progress and final reports, the Principal Investigator will need to provide an Alliance Invoice Report ([Appendix H](#)) at least every three months. This report accompanies each Alliance Grant Invoice ([Appendix I](#)) and summarizes project activities, significant milestones accomplished, problems encountered, and a description of the receipts submitted with the corresponding invoice.

Required Meetings

- Post-grant acceptance meeting with target group to review and, if appropriate, revise tasks and objectives to ensure they are appropriate.
- Quarterly meetings with the Management Team.
- Two meetings each year to update all Team Members.
- Six informal “update” meetings with DPR Grant Manager per year at the project site.
- Summary seminar at DPR headquarters during the final year of the grant period. The purpose of this meeting is to provide information about grant goals, objectives, and project results.
- One summary “field” tour for invited PMAC and/or DPR staff during the final year of the grant period.

Proposal Selection

A subcommittee of PMAC will review and evaluate all Proposals. The PMAC subcommittee will assign points for each criteria listed above. Subcommittee members will meet either in person or by teleconference to discuss in detail the strengths and weaknesses of each Proposal. After discussion reviewers may revise their individual scores, and an average score will be calculated for each Proposal. The subcommittee will bring their recommendation for funding before PMAC and the Director of DPR, at their November 15, 2007, meeting. The Director reserves the right to make final selections based on the recommendations and discussions from the PMAC.

Conflict of Interest

Members of PMAC are not eligible to receive funds unless they exempt themselves from participating in the review and recommendation of all Proposals. PMAC membership can be found on the DPR website <<http://www.cdpr.ca.gov/docs/pmac/pmaclink.htm>>. DPR employees are not eligible to receive funds.

Question and Answer Process

Questions about Phase 2 of the application process must be submitted in written form by email to <tbabb@cdpr.ca.gov> or postal mail to:

Attn: Tom Babb
Department of Pesticide Regulation
Pest Management and Licensing
1001 "I" Street, 3rd Floor, MS-3A
Sacramento, California 95812-4015

Questions and answers will be posted weekly at the Department's website at <<http://www.cdpr.ca.gov/dprgrants.htm>> during August 29 – October 19, 2007. Questions and answers may be mailed or faxed upon request to applicants without Internet access. In order to maintain fairness among all applicants, questions regarding specific projects cannot be answered.

Submitting a Proposal

Proposals must be submitted as hard copy under sealed cover by October 19, 2007. Submissions by mail are acceptable as long as they are postmarked on October 19, 2007. Direct delivery (delivery in person) should be made to the first floor reception area by 5:00 P.M on the due date to:

California Environmental Protection Agency Building
1001 I Street, Sacramento, California, 95814.

Use the Proposal Content Outline (Appendix B) for the layout and sequence of the Proposal. Follow the Proposal Requirements listed on page 11.

The sealed cover must be plainly marked with project title, applicant name and address, and must be marked with **"DO NOT OPEN"**, as shown in the following example:

<p>Pest Management Alliance Proposal Title Applicant Attn: Tom Babb Department of Pesticide Regulation Pest Management Analysis and Planning 1001 I Street, 3rd Floor, MS-3A Sacramento, California 95812-4015</p> <p>DO NOT OPEN</p>

Proposals not submitted under sealed cover may be rejected. Any additional information provided by the applicant after the final filing date of October 19, 2007, at 5:00 P.M. will not be accepted.

Section II

GRANT TERMS AND CONDITIONS

2007-2008 PEST MANAGEMENT ALLIANCE GRANT SOLICITATION

GRANT TERMS AND CONDITIONS

GRANT AWARDED BY THE DEPARTMENT OF PESTICIDE REGULATION, hereinafter "Department" TO

XXXXXXXXXXXXX, hereinafter "Grantee"

Implementing IPM XXXXXXXXXXXXXXXX, hereinafter "Project"

GRANT AGREEMENT NO. 07/08-XXXXX

The Department awards this Grant and the Grantee hereby accepts and agrees to use the Grant funds as follows:

PROVISION(S): The Department of Pesticide Regulation has authority to grant funds for this project pursuant to Food and Agricultural Code section 12536.

PURPOSE: The Grantee agrees to perform the work under the Department's Integrated Pest Management Alliance Grant Program as specified in Exhibit A. The grant Proposal for the Project is hereby incorporated to serve as the scope of work for this Grant.

GRANT AMOUNT: The maximum amount payable under this Grant shall not exceed \$XXXX.

TERM OF GRANT: The term of the Grant shall begin on DATE and continue through Project completion unless otherwise terminated or amended as provided in the Grant. However, all work shall be completed by **May 14, 2010**. Absolutely no funds may be requested/invoiced after **May 14, 2010**.

PROJECT REPRESENTATIVES: The Project Representatives during the term of this Grant will be:

Department of Pesticide Regulation		Grantee:	
Name:	Name, Grant Manager	Name:	name, Principle Investigator
Address:	1001 I Street, P.O. Box 4015, MS-3A	Address:	
City, Zip:	Sacramento, California 95812-4015	City, Zip:	
Phone:	(916)	Phone:	
Fax:	(916)	Fax:	
e-mail:	@cdpr.ca.gov	e-mail:	

Direct all inquiries to:

Department of Pesticide Regulation	Grantee:
Section: Pest Management & Licensing Branch	
Attention: name, Grant Manager	Attention: name, Grant Contact
Address: 1001 "T" Street, P.O. Box 4015	Address:
City, Zip: Sacramento, CA 95812-4015	City, Zip:
Phone: (916)	Phone:
Fax: (916)	Fax:
e-mail: @cdpr.ca.gov	e-mail:

Either party may change its Project Representative upon written notice to the other party.

STANDARD PROVISIONS: The following exhibits are attached and made a part of this Grant by this reference:

- Exhibit A Scope of Work
- Exhibit B Invoicing, Budget Summary, Budget Detail, and Reporting Provisions
- Exhibit C General Conditions – 2007/08 Grants
- Exhibit D Special Conditions – 2007/08 Grants
- Exhibit E Travel and Per Diem Expenses

GRANTEE REPRESENTATIONS: The Grantee accepts and agrees to comply with all terms, provisions, conditions, and commitments of this Grant, including all incorporated documents, and to fulfill all assurances, declarations, representations, and commitments made by the Grantee in its application, accompanying documents, and written communications (e.g. e-mail, correspondence) filed in support of its request for grant funding. Grantee shall comply with and require its contractors and subcontractors to comply with all applicable laws, policies and regulations.

IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

By: _____
Grantee Signature

By: _____
Mary-Ann Warmerdam, Director
Department of Pesticide Regulation

Grantee Typed/Printed Name

Date

Title and Date

Reviewed by:
Office of Chief Counsel
Date:

EXHIBIT A: SCOPE OF WORK – 2007/08 GRANT

A. COMPLIANCE REQUIREMENTS

If landowner agreements are required, signed copies must be submitted to the Grant Manager before works begins.

If permits are required, the permits must be obtained and signed copies submitted to the Grant Manager before work begins.

State Disclosure Requirements – Include the following disclosure statement in any document, written report, or brochure prepared in whole or in part pursuant to this Grant:

“Funding for this project has been provided in full or in part through a grant awarded by the Department of Pesticide Regulation. The contents of this document do not necessarily reflect the views and policies of the Department of Pesticide Regulation, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.” (Gov. Code 7550)

Signage shall be posted in a prominent location at Project site (if applicable) and shall include the Department of Pesticide Regulation logo (available from the Grant Manager) and the following disclosure statement: “Funding for this project has been provided in full or in part through a Grant awarded by the Department of Pesticide Regulation.”

B. WORK TO BE PERFORMED BY GRANTEE

Proposal Detail to be incorporated here.

EXHIBIT B: INVOICING, BUDGET DETAIL AND REPORTING PROVISIONS –
2007/08 GRANT

A. INVOICING

1. Invoices shall be submitted using the Alliance Grant Invoice form (Appendix I) provided by the Department. The invoice must be categorized based on the line items specified in the Line Item Budget Form. The original invoice shall be submitted to the Department's Grant Manager on a monthly/quarterly basis consistent with the reporting schedule in Exhibit A, section B of this Grant. The address for submittal is:

**XXXXXX, Grant Manager
Pest Management and Licensing Branch
Department of Pesticide Regulation
1001 I Street, Third Floor, MS-3A
P.O. Box 4015
Sacramento, California 95812-4014**

2. Invoices submitted in any other format than the one provided by the Department will cause an invoice to be disputed. In the event of an invoice dispute, the Department's Grant Program Analyst will notify the Grantee by initiating an "Invoice Dispute Notification" form ([Appendix J](#)). Payment will not be made until the dispute is resolved and a corrected invoice submitted. Failure to use the address exactly as provided above may result in return of the invoice to the Grantee. Payment shall be deemed complete upon deposit of the payment, properly addressed, postage prepaid, in the United States mail. The Department's Grant Manager has the responsibility for approving invoices.

Supporting documentation (e.g., receipts) must be submitted with each invoice to request reimbursement for grant funds. The amount claimed for the Personnel Services line item and Professional and Consultant Services line item must include a calculation formula (e.g., hours worked times the hourly rate) to substantiate the invoiced amount. Invoice payment shall be made only after receipt of a complete, adequately supported, properly documented, and accurately addressed invoice.

The Grantee shall not request disbursement for any cost until such cost has been incurred and has been paid by or is due and payable by the Grantee. Although it is agreed that actual payment of such cost by the Grantee is not required as a condition of the grant disbursement, all grant disbursements received by the Grantee shall be paid to contractors and vendors within thirty (30) days from receipt of the funds. In the event that the Grantee fails to disburse grant funds to contractors or vendors within thirty (30) days from receipt of the funds, the Grantee shall immediately return such funds to the Department. Interest in the amount of 10 percent per year shall accrue on such funds from the date of disbursement through the date of mailing of funds to the Department. If the Grantee held such funds in interest-bearing accounts, any interest earned on the funds shall also be due to the Department.

Notwithstanding any other provision of this Grant, no disbursement shall be required at any time or in any manner which is in violation of, or in conflict with, federal or state laws, rules, or regulations, or which may require any rebates to the Federal Government, or any loss of tax-free status on state bonds, pursuant to any Federal statute or regulation.

Notwithstanding any other provision of this Grant, the Grantee agrees that the Department shall retain an amount equal to ten percent (10%) of the dollar amount specified in this Grant until completion of the Project to the reasonable satisfaction of the Department. Any retained amounts due to the Grantee will be promptly disbursed to the Grantee, without interest, upon completion of the Project.

The invoice shall contain the information as set forth in the Administrative Procedures and Requirements section.

The Final invoice shall be clearly marked 'FINAL INVOICE' and submitted NO LATER THAN May 14, 2010. Additionally, the Grantee shall promptly notify the Department in writing of completion of work on the Project.

All invoices shall be signed under penalty of perjury.

B. BUDGET CONTINGENCY CLAUSE

The maximum amount to be encumbered under this Grant for the 2007/08 fiscal year ending June 30, 2008, shall not exceed \$300,000.

If the Budget Act of the current year and/or any subsequent years covered under this Grant does not appropriate sufficient funds for the program, this Grant shall be of no force and effect. This provision shall be construed as a condition precedent to the obligation of the Department to make any payments under this Grant. In this event, the Department shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Grant and Grantee shall not be obligated to perform any provisions of this Grant. Nothing in this Grant shall be construed to provide the Grantee with a right of priority for payment over any other Grantee.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the Department shall have the option to either cancel this Grant with no liability occurring to the Department, or offer a Grant amendment to Grantee to reflect the reduced amount.

C. LINE ITEM BUDGET

Insert Grantee's Line Item Budget Form here (Appendix F)

D. BUDGET LINE ITEM FLEXIBILITY

1. Procedure to Request an Adjustment: Grantee may submit a request for an adjustment in writing to the Department. Such adjustment may not increase or decrease the total grant amount allocated for the project. The Grantee shall submit a copy of the original Line Item Budget Form reflecting the requested changes. Changes shall be noted by striking the original amount(s) followed with revised change(s) in bold and underlined. Budget adjustments deleting a budget line item or adding a new budget line item requires a written approval by the Grant Manager and are not permissible under this provision unless approved by the Grant Manager. The Department may also propose adjustments to the budget. A formal written amendment is needed to move funds between line items in excess of ten (10) percent of the original amount budgeted per line item. An adjustment of funds less than ten (10) percent between line items only requires written approval from the Grant Manager.

2. Remaining Balance: In the event the Grantee does not submit invoices requesting all of the funds encumbered under this Grant, any remaining funds revert to the Department. The Department will mail a Notice of Project Completion letter to the Grantee stating that the project file is closed, the final invoice is being processed for payment, and any remaining balance will be disencumbered and unavailable for further use under the Grant.

E. AUDIT DISALLOWANCES

The Grantee agrees it shall return any audit disallowances to the Department. (See Audit clause in EXHIBIT C below.)

EXHIBIT C: GENERAL CONDITIONS – 2007/08 GRANT

AMENDMENT: No amendment or variation of the terms of this Grant shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or oral agreement not incorporated in the Grant is binding on any of the parties.

APPROVAL: The Grantee will not proceed with any work on the Project until authorized in writing by the Department. Such authorization will be transmitted via U.S. Certified Return Receipt Mail, Federal Express Overnight delivery, or equivalent.

ASSIGNMENT: This grant is not assignable by the Grantee, either in whole or in part, without the written consent of the Grant Manager. The Department contemplated awarding this Grant in part by ascertaining the expertise of the person(s)/entity(ies) awarded this grant; hence, assignment of the Grantee's research shall not be allowed without such written consent by the Grant Manager.

AUDIT: Grantee agrees that the Department, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant. The Grantee

agrees to maintain such records for a possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the Department to audit records and interview staff in any context related to performance of this Grant.

COMPLIANCE WITH LAW, AND REGULATIONS: The Grantee agrees to, at all times, comply with and require its contractors and subcontractors to comply with all applicable federal and state laws, rules, guidelines, regulations, and requirements.

COMPUTER SOFTWARE: The Grantee certifies that they have appropriate systems and controls in place to ensure that state funds will not be used in the performance of this Grant for the acquisition, operation or maintenance of computer software in violation of copyright laws.

CONFLICT OF INTEREST: The Grantee certifies that they are in compliance with applicable state and/or federal conflict of interest laws.

DATA MANAGEMENT: This Project includes appropriate data management activities so that Project data can be incorporated into appropriate Department data systems.

DISPUTES: Grantee shall continue with the responsibilities under this Grant during any dispute. Any dispute arising under this Grant which is not otherwise disposed of by agreement shall be decided by the Chief Deputy Director of the Department, or his authorized representative. The decision shall be reduced to writing and a copy thereof furnished to the Grantee and to the Department's Director. The decision of the Chief Deputy Director shall be final and conclusive unless, within thirty (30) calendar days after mailing of the decision to the Grantee, the Grantee mails or otherwise furnishes a written appeal of the decision to the Director. The decision of the Director shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal under this clause, the Grantee shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute, the Grantee shall continue to fulfill and comply with all the terms, provisions, commitments, and requirements of this Grant. This clause does not preclude consideration of legal questions, provided that nothing herein shall be construed to make final the decision of the Department, or any official or representative thereof, on any question of law.

FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS: The Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of state law or this Grant. The Grantee further agrees that it will maintain separate Project accounts in accordance with generally accepted accounting principles.

GOVERNING LAW: This grant is governed by and shall be interpreted in accordance with the laws of the State of California.

GRANT MODIFICATIONS: The Department may, at any time, by written order designated or indicated to be a "grant modification", make any change in Exhibit A, Scope of Work, for the work to be performed under this Grant so long as the modified work is within the general scope of work called for by this Grant, including but not limited to changes in the specifications or in the method, manner, or time of performance of work. If the Grantee intends to dispute the change, the Grantee must, within ten (10) days after receipt of a written "grant modification", submit to the Department a written statement setting forth the disagreement with the change.

INCOME RESTRICTIONS: The Grantee agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Grantee under this Grant shall be paid by the Grantee to the Department, to the extent that they are properly allocable to costs for which the Grantee has been reimbursed by the Department under this Grant.

INDEPENDENT ACTOR: The Grantee, and its agents and employees, if any, in the performance of this Grant, shall act in an independent capacity and not as officers, employees or agents of the Department.

INSPECTION: Throughout the life of the Project, the Department shall have the right to inspect the facility(ies) (e.g., fields, orchards, offices, laboratories) to ascertain compliance with this Grant. Grantee acknowledges that the Project records and location(s) are public records.

INSURANCE: If applicable, throughout the life of the Project, the Grantee shall provide and maintain auto insurance with the limits set at a minimum of \$100,000/\$300,000/\$100,000, property damage and liability. This insurance shall be issued by a company or companies admitted to transact business in the State of California.

NONDISCRIMINATION: During the performance of the scope of work listed in this Grant, the Grantee and its employees/agents/subcontractors shall not unlawfully discriminate against, harass, or allow harassment against any employee or applicant for employment because of sex, race, religion, color, national origin, ancestry, disability, sexual orientation, medical condition, marital status, age (over 40) or denial of family-care leave, medical-care leave, or pregnancy-disability leave. The Grantee and its employees/agents/subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment.

NO THIRD-PARTY RIGHTS: The parties to this Grant do not create rights in, or grant remedies to, any third-party as a beneficiary of this Grant, or of any duty, covenant, obligation or undertaking established herein.

NOTICE: The Grantee shall promptly notify the Department's Grant Manager in writing of events or proposed changes that could affect the scope or budget of the project proposed under this Grant. The Grantee agrees that no material change in the scope of the Project will be undertaken until written notice of the proposed change has been provided to the Department, and the Department has given written approval for such change. "Material" is defined as "More or less necessary; having influence or effect; going to the merits."

MEDIA EVENTS: The Grantee shall notify the Department's Grant Manager in writing at least twenty (20) working days prior to any public or media event publicizing the accomplishments and/or results of this Grant and provide the opportunity for attendance and participation by Department's representatives.

PERMITS, CONTRACTING, WAIVER, REMEDIES AND DEBARMENT: The Grantee shall procure all permits and licenses necessary to accomplish the work contemplated in this Grant, pay all charges and fees, and give all notices necessary and incidental to the due and lawful prosecution of the work. Any contractors, outside associates, or consultants required by the Grantee in connection with the scope of work covered by this Grant shall be limited to such individuals or firms as were specifically identified and agreed to during negotiations for this Grant, or as are specifically authorized by the Department's Grant Manager during the performance of the scope of work detailed in this Grant. Any substitutions in, or additions to, such contractors, associates, or consultants, shall be subject to the prior written approval of the Department's Grant Manager. Any waiver of rights with respect to a default or other matter arising under the Grant at any time by either party shall not be considered a waiver of rights with respect to any other default or matter. Any rights and remedies of the Department provided for in this Grant are in addition to any other rights and remedies provided by law. The Grantee shall not contract with any party who is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension". The Grantee shall not contract with any individual or organization on U.S. EPA's List of Violating Facilities. (40 CFR, Part 31.35, Gov. Code 4477) <www.epls.gov>. The Grantee certifies to the best of its knowledge and belief, that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or Grantee;
- Have not within a three-year period preceding the execution of this Grant have been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of

embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- Have not within a three (3)-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

PROFESSIONALS: The Grantee agrees that only licensed professionals will be used to perform services under this Grant where such services are called for.

RECORDS: Without limitation of the requirement to maintain Project accounts in accordance with generally accepted accounting principles, the Grantee agrees to:

- Establish an official file for the Project which shall adequately document all significant actions relative to the Project;
-
- Establish separate accounts which will adequately and accurately depict all amounts received and expended on this Project, including all grant funds received under this Grant;
-
- Establish separate accounts which will adequately depict all income received which is attributable to the Project, especially including any income attributable to grant funds disbursed under this Grant;
-
- Establish an accounting system which will adequately depict final total costs of the Project, including both direct and indirect costs; and,
-
- Establish such accounts and maintain such records as may be necessary for the state to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations;

RELATED LITIGATION: Under no circumstances may a Grantee use funds from any disbursement under this Grant to pay costs associated with any litigation the Grantee pursues against the Department.

RIGHTS IN DATA: The Grantee agrees that all data, plans, drawings, specifications, reports, computer programs, operating manuals, notes, and other written or graphic work produced in the performance of the scope of work detailed in this Grant shall be in the public domain. The Grantee may disclose, disseminate and use in whole or in part, any final form data and information received, collected, and developed under this Grant, subject to appropriate acknowledgement of credit to the Department for financial support.

The Grantee shall not utilize the materials for any profit-making venture or sell or grant rights to a third-party who intends to do so.

DEPARTMENT REVIEWS AND INDEMNIFICATION: The parties agree that review or approval of Project applications, documents, permits, plans, and specifications or other Project information by the Department is for administrative purposes only and does not relieve the Grantee of its responsibility to properly plan, design, construct, operate, maintain, implement, or otherwise carry out the Project. To the extent permitted by law, the Grantee agrees to indemnify, defend, and hold harmless the Department and the State against any loss or liability arising out of any claim or action brought against the Department and/or the State from and against any and all losses, claims, damages, liabilities, or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from, or in any way connected with (1) the Project or the conditions, occupancy, use, possession, conduct or management of, work done in or about, or the planning, design, acquisition, installation or construction, of the Project or any part thereof; (2) the carrying out of any of the transactions contemplated by this Grant or any related document; (3) any violation of any applicable law, rule or regulation, any environmental law (including, without limitation, the Federal Comprehensive Environmental Response, Compensation and Liability Act, the Resource Conservation and Recovery Act, the California Hazardous Substance Account Act, the Federal Endangered Species Act, the Federal Water Pollution Control Act, the Clean Air Act, the California Hazardous Waste Control Law, and California Water Code Section 13304, and any successors to said laws), rule or regulation or the release of any toxic substance on or near the System; or (4) any untrue statement or alleged untrue statement of any material fact or omission or alleged omission to state a material fact necessary to make the statements required to be stated therein, in light of the circumstances under which they were made, not misleading with respect to any information provided by the Grantee for use in any disclosure document utilized in connection with any of the transactions contemplated by this Grant. To the fullest extent permitted by law, the Grantee agrees to pay and discharge any judgment or award entered or made against the Department and/or the State with respect to any such claim or action, and any settlement, compromise or other voluntary resolution. The provisions of this section shall survive the term of this Grant.

DEPARTMENT ACTION, COSTS, AND ATTORNEY FEES: The Grantee agrees that any remedy provided in this Grant is in addition to and not in derogation of any other legal or equitable remedy available to the Department as a result of breach of this Grant by the Grantee, whether such breach occurs before or after completion of the Project, and exercise of any remedy provided by this Grant by the Department shall not preclude the Department from pursuing any legal remedy or right which would otherwise be available. In the event of litigation between the parties hereto arising from this Grant, it is agreed that the Department shall be entitled to such reasonable costs and/or attorney fees as may be ordered by the court entertaining such litigation.

TERMINATION, IMMEDIATE REPAYMENT, INTEREST: This Grant may be terminated by written notice at any time prior to completion of the Project, at the option

of the Department, upon violation by the Grantee of any material provision after such violation has been called to the attention of the Grantee and after failure of the Grantee to bring itself into compliance with the provisions of this Grant within a reasonable time as established by the Department. In the event of such termination, the Grantee agrees, upon demand, to immediately repay to the Department an amount equal to the amount of grant funds disbursed to the Grantee prior to such termination. In the event of termination, interest shall accrue on all amounts due at the highest legal rate of interest from the date that notice of termination is mailed to the Grantee to the date of full repayment by the Grantee.

TIMELINESS: Time is of the essence in this Grant. The Grantee shall proceed with and complete the Project in an expeditious manner.

TRAVEL AND PER DIEM: Any reimbursement for necessary travel and per diem shall be at rates not to exceed those amounts set forth in EXHIBIT E. No travel outside the State of California shall be permitted, whatsoever.

UNENFORCEABLE PROVISION: In the event that any provision of this Grant is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Grant shall continue to have full force and effect and shall not be affected thereby.

VENUE: The Department and the Grantee hereby agree that any action arising out of this Grant shall be filed and maintained in the Superior Court in and for the County of Sacramento, California, or in the United States District Court in and for the Eastern District of California. The Grantee hereby waives any existing sovereign immunity for the purposes of this Grant, if applicable.

WITHHOLDING OF GRANT DISBURSEMENTS: The Department may withhold all or any portion of the grant funds provided for by this Grant in the event that the Grantee has materially violated, or threatens to materially violate, any term, provision, condition, or commitment of this Grant; or the Grantee fails to maintain reasonable progress toward completion of the Project.

EXHIBIT D: SPECIAL CONDITIONS – 2007/08 GRANTS

Special conditions, if applicable, will be negotiated prior to execution of the grant and will be included here.

EXHIBIT E: TRAVEL AND PER DIEM EXPENSES – 2007/08 GRANTS

SHORT-TERM PER DIEM EXPENSES

In computing reimbursement for continuous short-term travel of more than 24 hours and less than 31 consecutive days, that is at least 50 miles from the main office, headquarters or primary residence, the employee will be reimbursed for actual costs up to the maximum allowed for each meal, incidental, and lodging expense for each complete 24 hours of travel, beginning with the traveler's times of departure and return, as follows:

On the first day of travel on a trip of 24 hours or more:

Trip begins at or before 6 a.m.	Breakfast may be claimed on the first day.
Trip begins at or before 11 a.m.	Lunch may be claimed on the first day.
Trip begins at or before 5 p.m.	Dinner may be claimed on the first day.

On the fractional day of travel at the end of a trip of more than 24 hours:

Trip ends at or after 8 a.m.	Breakfast may be claimed.
Trip ends at or after 2 p.m.	Lunch may be claimed.
Trip ends at or after 7 p.m.	Dinner may be claimed.

If the fractional day includes an overnight stay, receipted lodging may also be claimed. No meal or lodging expense may be claimed or reimbursed more than once on any given date or during any 24-hour period.

Reimbursement shall be for actual expenses, subject to the following maximum rates:

Meals:

Breakfast	\$ 6.00	Receipts are not required for regular short-term travel meals
Lunch	\$10.00	
Dinner	\$18.00	
Incidentals	\$ 6.00	

Lodging:

Statewide	Actual up to \$84.00 plus tax
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When required to conduct State business and obtain lodging in the counties of Los Angeles and San Diego, reimbursement will be for actual receipted lodging to a maximum of \$110 plus tax.

When required to conduct State business and obtain lodging in the counties of Alameda, San Francisco, San Mateo, and Santa Clara, reimbursement will be for actual receipted lodging to a maximum of \$140 plus tax.

If lodging receipts are not submitted, reimbursement will be for meals only at the rates and time frames set forth above.

No meal or lodging expenses will be reimbursed for any period of travel that occurs within normal working hours, unless expenses are incurred at least 50 miles from the main office, headquarters or primary residence.

MILEAGE REIMBURSEMENT

Reimbursement for personal vehicle mileage is \$0.485 cents per mile.

VEHICLE RENTAL

Reimbursement for vehicle rental shall be for actual and necessary costs of such rental and airplane usage shall be allowed at the lowest fare available. Claims for reimbursements shall be allowed upon submittal of the appropriate receipt. Refer to California Code of Regulations, Title 2, Sections 599.627 and 599.628.

<http://government.westlaw.com/linkedslice/search/default.asp?tempinfo=find&RS=GVT1.0&VR=2.0&SP=CCR-1000>

Section III

ADMINISTRATIVE PROCEDURES AND REQUIREMENTS

2007-2008 PEST MANAGEMENT ALLIANCE GRANT SOLICITATION

ADMINISTRATIVE PROCEDURES AND REQUIREMENTS

Introduction

The Alliance Grant's *Administrative Procedures and Requirements* set forth the procedures for administering the Grant. The following administrative procedures and requirements are incorporated into the grant and describe the administrative reporting requirements, instructions for billing and receiving payment, and fiscal control procedures that are to be followed in implementing the Grant.

The Grantee's Principal Investigator invoices the Alliance Grant Program to receive reimbursement for work set forth in the Grant Work Plan (Proposal Detail, part C) and the Task List and Timeline (Appendix E). The Alliance Grant Invoice, Invoice Report, and supporting documentation, is sent to the Grant Manager, who along with the Grant Program Analyst, will review, approve, facilitate payment, and track expenditures per line item.

General Guidelines

The Grantee shall not request disbursement for any cost until such cost has been incurred and has been paid or is due and payable by the Grantee. Invoices shall be submitted at a minimum of one (1) time per quarter or at a maximum of one (1) time per month whichever is most convenient for the Grantee.

Payments can only be made to the Grantee; therefore, it is the responsibility of the Grantee to pay all staff, subcontractors, and/or vendors for goods and services rendered.

Grant dollars only fund approved expenses incurred after issuance of the Notice to Proceed and prior to May 14, 2010. Any invoice received after May 14, 2010, will not be paid.

Any changes to the Grant, once a Notice to Proceed has been issued, may require an amendment in writing. Adjustments to any line item in the Line Item Budget (Appendix F) of less than 10 percent compared to the original amount shall be pre-approved in writing by the Grant Manager. Any line item change in excess of 10 percent compared to the original amount shall require an amendment. It is the Grantee's responsibility to ensure that all claimed costs are appropriate by reviewing the Grant and associated documents, newsletters, e-mails, and other information updates supplied by DPR. All claimed costs shall be directly related to implementation and operation of the Project.

Communication

Communications with the Grant Manager and Grant Program Analyst regarding the Administrative Procedures and Requirements described in this section should be conducted via e-mail to record issues discussed and the resolution achieved for future reference.

Invoicing Grant Expenditures:

Alliance Grant Invoice

Upon issuance of the Notice to Proceed, the Grant Program Analyst shall send an electronic or hardcopy version of an individualized invoice titled, Alliance Grant Invoice for <grant title> to the Principal Investigator. The Alliance Grant Invoice will incorporate the relevant information per the approved Work Plan and Line Item Budget. Each time an invoice has been submitted and processed, a new Alliance Grant Invoice will be sent to the Principal Investigator with updated information by the Grant Program Analyst.

To assure prompt and accurate payment, the Alliance Grant Invoice must be used to request reimbursement. Any other template version submitted will be rejected.

The Alliance Grant withholds ten (10) percent of the total grant award amount. These withheld funds are eligible for release by the Alliance Grant only after the Grant Manager is satisfied all work is complete and the final report is received and approved. Because it is equally the responsibility of the Grantee to track the total amount withheld during the Grant term, the Grantee will need to submit a separate Alliance Grant Invoice at the end of the Grant term for the ten (10) percent withheld.

All Grant invoices must be submitted on or before May 14, 2010, or the final invoice payment may be void.

Alliance Grant Invoice Report

The Alliance Invoice Report (Appendix H) is a 1-2 page summary of work used to support the Alliance Grant Invoice (Appendix I). It should accompany each Alliance Grant Invoice mailed to the Grant Manager. The invoice report provides a brief description of the work performed, milestones achieved, and any problems encountered in the performance of the work.

- An Alliance Grant Invoice along with an Alliance Invoice Report shall be submitted even if no expenditures occur during a billing period.
- The narrative portion of the report must contain sufficient information to support invoiced charges during the billing period.
- Only expenses covered in the billing period may be claimed. Expenses from previous billing periods must be submitted on a separate Grant Invoice marked "Supplemental."
- Grantee must submit receipts for any single item purchased for the project that exceeds \$100.

Invoice Supporting Documentation

The supporting documentation (e.g., legible copies of required receipts) for the Alliance Grant Invoice provides the basis for maintaining auditable files by properly accounting for Grant fund usage. The Grant Manager may request more detailed information to support items invoiced if deemed appropriate.

The following budget line items should be used to document expenses:

- **Personnel Services**

Personnel Services include: salaries and benefits for wage-earning personnel. Benefits, calculated as a percentage of salaries, are contributions made for sick leave, retirement, insurance, etc. These services should be broken down by classification/title, rate of pay and number of hours.

- A summary of personnel expenses is to be provided in the Alliance Invoice Report (Appendix H).

- **Operating Expenses**

Operating Expenses include printing, postage, telephone, and supplies.

- Invoices and receipts for any one item costing more than \$100.
- Types of operating expenses must be listed in the Alliance Invoice Report ([Appendix H](#)).

- **Travel**

Travel includes the cost of transportation, subsistence, and other associated costs incurred by personnel during the project term. Travel will be reimbursed at or below the rate allowed for State employees, as specified in the Grant, Exhibit E.

- A completed Travel Expense Log ([Appendix K](#)) if applicable, shall include supporting documentation (e.g. appropriate receipts), travel costs may include: rental car, gas, meals, plane fare, use of a personal vehicle, mileage, and lodging.

- **Equipment**

Equipment is defined as any durable, re-usable item purchased over \$500.

- Approved in the original budget or with prior written approval of the Grant Manager.
- Billing statements, invoices, and receipts.

- **Contracts**

Professional and Consultant Services (subcontracts) include the costs for any consultants needed by the contractor to complete any or all tasks.

- Billing statements, invoices, and receipts.

- **Construction**

Construction expenses include the estimated costs of materials and labor.

- **Overhead**

Overhead consists of a reasonable percentage of all costs, not related to the project, to run your agency while completing your project. Overhead cannot be calculated against subcontracted services and equipment. Overhead is not to exceed 15 percent of the total grant amount.

Helpful Hints for Submitting Invoices

Listed below are some of the problems that have delayed invoice processing in the past. Careful review of invoices will help to eliminate some of the delays.

- Over spending a line item – A written amendment is needed to move funds between line items in excess of ten (10) percent. An adjustment of funds less than ten (10) percent between line items requires written approval from the Grant Manager and a copy attached to the invoice.
- Making incorrect calculations – Check to ensure that all expenditures are calculated correctly and that the dollar amount matches that of the supporting documentation.
- Providing incorrect/inconsistent billing dates – Review the documents to ensure that the reporting-period is consistent with the Alliance Grant Report, Alliance Grant Invoice, and supporting documentation.
- Using the wrong invoice template – The Grant Program Analyst will provide an invoice template to the Principal Investigator when the grant is executed. This is the only invoice template that will be accepted for reimbursement payments.
- Providing insufficient supporting documentation – documentation (e.g., receipts, invoices, Invoice Report) must accompany the Grant Invoices to support all charges over \$100.

Processing Time

There is a 45-day turn around for processing invoices for payment from the time the invoice is received by the Grant Manager.

Invoice Disputes can suspend the payment process—The 45-day processing time resumes when the dispute is resolved. The Grant Program Analyst will issue an Invoice Dispute Notification Form (Appendix J) when any of the following occurs:

- When Grantee overspends a line item.
- When Grantee provides insufficient documentation to support invoice charges.
- When Grantee is in non-compliance with the agreement, which includes invoicing items not included on the Work Plan/Budget without written Grant Manager approval.

Ineligible Project Costs

Any expense not directly related to the Grant Project is ineligible. This includes, but is not limited to:

- Costs incurred prior to issuance to the Notice to Proceed or after the end of the grant term;
- Costs not included in the approved budget;
- Costs currently covered by another grant, or contract;
- Overtime costs (except for local public agency staffing during specially scheduled evening or weekend events that are pre-approved in writing by the Alliance Grant Manager, when law or labor contract requires overtime compensation);
- Out-of-state travel;
- Any food or beverages (e.g., as part of meetings, workshops, training, events, etc.);
- Public education costs not directly associated with the concept of the approved project;
- Profit or mark-up by the Grantee or partner;
- Purchase of cell phones, pagers, personal electronic and/or digital assistive devices;
- Overhead costs above fifteen percent (15 percent) of the Alliance Grant amount, excluding contracts;
- Any costs that are not consistent with local, state, and federal guidelines, regulations, and laws.

Grant Payments

All payment requests must include:

- An original Alliance Grant Invoice (Appendix I) signed by the authorized individual;
- A completed Alliance Invoice Report (Appendix H);
- A completed Travel Expense Log, if requesting reimbursement for travel expenses (Appendix K);
- Documentation supporting all claimed expenditures (e.g., legible copies of invoices and receipts for single expenses over \$100).

All forms must have original signatures in blue ink.

Project Completion

Grant closure will occur: (1) upon the determination by the Grant Manager that all requirements of the Grant have been satisfactorily completed, or (2) the end of the Grant term, whichever comes first. The final report shall be approved before the final payment request is forwarded to the State Controller's Office for payment.

The Grantee must submit a separate Alliance Invoice at the end of the Grant term requesting the ten (10) percent withheld on or prior to May 14, 2010.

Exceptions to these Administrative Procedures and Requirements

Any exceptions to these *Administrative Procedures and Requirements* must be requested and approved in writing by the Grant Manager prior to any grant fund expenditures. The request will be reviewed and a determination will be made as soon as possible, usually within ten (10) working days of receipt of the request.

Section IV

GLOSSARY OF TERMS

Adjustment – A MINOR change to an executed grant agreement not requiring a formal amendment. For example, a budget adjustment (transferring up to 10 percent between line-items), or changes in contact information. An adjustment must be pre-approved, in writing by the Grant Manager.

Alliance Invoice Report (Appendix H) – A 1-2 page summary that accompanies the Alliance Grant Invoice and provides a brief description of the work performed, milestones achieved, and any problems encountered in the performance of the work.

Amendment – A formal change to an executed grant agreement, such as the term dates, scope of work, or due dates. An amendment is needed to move funds between line items in excess of 10 percent and must have written approval from the Grant Manager, and must be executed by the signatories for both the Department and the Grantee.

Applicant – A qualified group requesting funds to implement proposed IPM Projects in California. Applicants can be from the public or private institutions (e.g., commodity boards, licensed pest control businesses, school districts, or resource conservation districts).

Budget – A detailed itemization of all eligible costs required to complete the grant project that delineates grant funds requested.

Contingency – Dependent upon conditions or events not yet established.

Designated Signatory – The individual(s) authorized to sign the grant application, the Grant Agreement, and other grant related documents. Such authority may require a resolution by the local political subdivision's board/council.

Direct Cost – Eligible costs specifically associated with planning and implementing the grant project.

Eligible Costs – Costs included in the approved Budget and incurred within the grant term.

Equipment – The term equipment, in relation to the grant agreement or line item budget, refers to any single piece of durable and re-usable equipment item costing \$500 or more.

Endorsement – Written approval or validation.

Estimate – A written statement of the approximate charge for the grant work proposed, submitted by an individual or company ready to undertake the work.

Evaluation – Assessment methods used to measure the success of the grant project.

Grant Agreement – (Grant) – The legally binding document enumerating the rights and duties of the Department of Pesticide Regulation and the Grantee regarding the Pest Management Alliance Grant. The document consists of a cover sheet, *Terms and Conditions, Procedures, and Requirements*, the Grantee's approved Work Plan and Budget, and attachments, and is signed by the Grantee's designated signatory and the Director of the Department of Pesticide Regulation or his/her designated signatory.

Grant Award – Amount of money awarded by the Department of Pesticide Regulation to complete the proposed grant project.

Grant Funds Requested – The total number of dollars requested from the DPR Pest Management Alliance Grant to conduct a project.

Grant Manager – The Grant Manager's (or Alliance Grant Manager) role is to provide support and technical oversight for grant projects. Along with the Grant Program Analyst, the Grant Manager will review and approve project expenditures.

Grant Program Analyst – A person designated by the Department of Pesticide Regulation who is responsible for the administrative aspect of the grant agreement. The Program Analyst along with the Grant Manager will review, approve, facilitate payment, and track funds expended per line item.

Grantee – The organization receiving an award from the DPR to conduct a Pest Management Alliance Grant project.

Ineligible Costs – Includes but is not limited to costs incurred prior to the Notice to Proceed, after the end of the grant term and costs not included in the approved budget.

Letter of Support – A letter written by businesses, organizations, or community members stating their support of the applicant's proposed project.

Management Team – The group that meets regularly to make decisions about the project. The ideal management team is a diverse group that can collectively address all aspects of the pest management project.

Notice to Proceed – The formal letter from DPR authorizing the Grantee to start work on the grant project.

Operating Expenses – Includes but is not limited to printing, postage, telephone, and supplies. Also includes equipment of a durable/re-usable nature costing less than \$500.

Overhead Costs – Expenditures not capable of being assigned or not readily itemized to a particular project or activity, but considered necessary for the operation of the organization and the performance of the grant.

Pest Management Advisory Committee – (PMAC) – A broad group of stakeholders established in law (FAC Section 12536) to advise the DPR on pest management issues). It is comprised of growers, processors, industry, public interest groups, public and private research and educational institutions, government agencies, and individuals knowledgeable about pest management.

Progress Report – A detailed description of all work completed to date that includes an indication of the state of completion (percentage) of all the tasks listed in the Work Plan, a discussion of anticipated accomplishments for the next reporting period, a discussion of problems or special situations encountered during the reporting period and the Grantee's response to those problems or situations, plus a copy of all final public education, advertising, or promotional materials produced, purchased, and/or distributed with grant funds.

Project Cost – All costs incurred by the Grantee in performing the grant project. (The Alliance Grant will only reimburse eligible costs incurred by the Grantee.)

Professional and Contractual Services (Contracts) – Budget line item used when the grant recipient contracts out services that require a recommended course of action or personal expertise.

Principal Investigator – An employee designated by the grant recipient's organization, responsible for the management of the technical and administrative aspects of the grant agreement. The Principal Investigator is ultimately responsible for the completion of the project and adhering to the term of the agreement.

Reasonable Costs – Moderately priced for the geographical location.

Resolution – A formal authorization by the local political subdivision with authority to participate in, or apply for, and accept this grant, as applicable.

Resume or Curriculum Vitae – A brief, written account of personal, educational, and professional qualifications and experience.

Signatory Authority – The person duly authorized and empowered to execute in the name of the applicant all grant-related documents.

Tasks – The specific activities conducted to complete a grant project.

Target Group – Typically a small group (local growers in a statewide commodity, local golf course association, city parks and recreation department, regional water quality coalition, etc.) of a larger related group that will be the target of project activities and that will be used to measure project success

Team Partners – Those involved in the activities of the Alliance project but not part of project management.

Work Plan – The detailed listing of all tasks and sub-tasks necessary to complete the proposed grant project. Formally termed “Methodology”.

Section IV

APPENDICES

Appendix A

Alliance Concept Form

Title	
Organization Name	Amount Requested
Grant Contact Person	Telephone Number
Mailing Address	Email Address
Business Address	Telephone Number
<p>Do not exceed three (3) numbered pages. Use titles and headers as shown (A1 through D2) and fill in responses below each. The text must be a minimum 12-point font (Times New Roman) and printed on 8.5 x 11 inch white office paper with one-inch margins. Provide 10 double-sided copies and one original.</p>	
A. Project Overview (12 points): Provide a brief description of the project.	
<p>1. Indicate which priority area is the primary focus of the project and the impact the project will have. If multiple priorities will be impacted by the project, please include them.</p>	
<p>2. Describe the problem the project will address.</p>	
<p>3. Describe the goals of the project.</p>	
<p>4. Describe the project objectives.</p>	
<p>5. Provide a narrative timeline for completion of objectives and the project.</p>	

B. Team Members (6 points): The entire group involved in the project.
1. Clearly identify the principal investigator and others responsible for decision making, budgets, and meeting objectives and goals. This is the Management Team . What will be the role of each?
2. Clearly identify those involved in providing outreach to stakeholders, completing project tasks, providing advice, assistance, or other input to the Management Team. These are the Team Partners . What will be the role of each?
C. Implementation (8 points):
1. Why do you feel the project is ready for implementation and will result in improved pest management decisions?
2. Identify a distinct target audience. Describe how you will communicate IPM practices to your target audience.
3. Describe ideas to increase awareness of the project beyond the target audience.
D. Success (6 points): Measures of Success.
1. Provide a brief description of how you plan to measure implementation and adoption of IPM.
2. How will you know you have met the goals of the project?

Appendix B Proposal Content Outline

Proposal Requirements

- The Proposal Detail, (A-G below), must not exceed twenty (20) numbered pages.
- The Title Page (Appendix C), attached Alliance Concept form from Phase 1, table of contents, Budget forms, Current Pest Management Practices Form (Appendix D), maps, graphs, charts, letters of support, or other supporting documentation and appendices will not be counted as part of the Proposal Detail twenty page limit.
- The text must be a minimum 12-point font (Times New Roman or similar) and printed on 8.5 x 11 inch white office paper with one-inch margins.
- All pages must be numbered in order, starting with the title page and continuing through the appendices.
- Include one original and ten (10) copies of the Proposal. Submit original Proposal with signatures and all copies individually bound or place individually in a pressboard binder suitable for distribution to reviewers.
- Proposal must be signed by a person with authorization to bind the individual, entity, or organization to the terms and conditions of the grant.

Proposal content must be organized according to the following outline:

Title Page: (use Title Page format, Appendix C)

Alliance Concept: attach a copy of the submitted Alliance Concept from Phase 1. **There cannot be any content changes to the previously submitted Alliance Concept.**

Proposal Detail (20 pages or less):

- A. Overview (20 points)
- B. Goals and Objectives (10 points)
- C. Work Plan (25 points)
- D. Adoption and Deliverables (10 points)
- E. Measures of Success (10 points)
- F. Team (15 points)
- G. Budget – Narrative and Budget forms (10 points). Attach *Line Item Budget* and *Task-Budget* forms as required appendices.

Required Appendices:

Current Pest Management Practices Form
Task List and Timeline
Line Item Budget
Task-Budget

Additional Documents and Appendices



Résumé or Curriculum Vitae from principal investigator(s)

Letters of Commitment from management team members

Proposal/Proposer Certification Sheet

Authorization Resolution - An Authorization Resolution is required only from Boards,

Commissions, County, City, District, or other public body seeking funding under this grant solicitation.

Appendix C Title Page Format

Please type or print:

Proposal Title:

Applicant:

Name:

Institution or Organization:

Address:

Telephone:

Fax:

E-mail:

Principal Investigator:

Name:

Address:

Telephone:

Fax:

E-mail:

Media Contact:

Name:

Telephone:

Fax:

E-mail:

Expected Start and End Date: _____

Total PMA Funds Requested

Appendix D

Current Pest Management Practices

Purpose: To document current pest management practices in an agricultural commodity, or non-agricultural or urban environment (schools, buildings, homes, hospitals, turf, rights of ways, etc).

Insect/Mite:

Overview: Identify and discuss key insect/mite pests on this commodity or urban site, include: frequency of occurrence (yearly, sporadic, weather related); the damage they cause, percentage of acres or number of homes, schools, parks (or other measures) infested with the pest (for each growing season or crop cycle as applicable), critical timing of control measures, yield losses, damage, nuisance, aesthetic degradation or other negative quality attributed to each pest. Note any regional differences that may occur within the state.

Chemical Controls: For each key pest identify the active ingredients that are used, products, type of application (aerial, ground, backpack sprayer, broadcast, etc.), economic, nuisance or aesthetic treatment threshold, typical number of applications.

Alternatives: Discuss alternatives for the pest/pesticide combinations discussed above.

Cultural Control Practices: Identify and discuss any cultural practices (e.g. planting dates, resistant varieties, row spacing, sanitation) used to manage the pests.

Biological Controls: Discuss any biological control programs that are relevant for the pest, include pheromone use if applicable.

Other issues: Describe on-going research activities that address a possible replacement strategy for the chemical under discussion. If possible, discuss time frame for implementation.

Weed Control: Follow same format as for insects/mites.

Disease Control: Follow same format as for insects/mites.

Nematode Control: Follow same format as for insects/mites.

Key Contacts: Identify experts within your state.



Appendix E

Task List and Timeline

Objectives and Tasks for <Grant Title>, 2007-2010

Identified Objective (from Proposal)	Tasks, Milestones or Deliverables/Outcomes (related to each objective)	Beginning Date	Ending Date
Grant Administration	Initial meeting of entire team	Jan-08	Jan-08
Develop IPM outreach materials	Seasonal Guide to IPM in XX	Apr-08	Mar-09
Grant Administration	Final Report (May 15, 2010)	Jan-10	May-10



Appendix F

Line Item Budget Form

Title: _____

Alliance Grant Agreement No: _____

Alliance Grant PCA Number: _____

Alliance Grant Award: _____

Line Item

List, using the line Items shown below, detailed costs corresponding tasks in the Project Proposal.

1	Personnel Services, including benefits (employed by the applicant)	Hours	Wage/Hr.	Total	Grant Funds
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	\$0.00
2	Operating Expenses (for example: supplies, postage, printing, and telephone)				
					\$0.00
3	Travel (for example: transportation costs incurred by personnel)				
					\$0.00
4	Equipment (\$5,000 or greater per item)				
					\$0.00
5	Contracts (Professionals and Consultant services needed to complete project tasks)				
					\$0.00
6	Construction (for example: materials and labor)				
					\$0.00
7	Overhead (a reasonable percentage of all costs, except equipment and contracts, not to exceed 15 percent per billing period.)				
					\$0.00
Total Costs					\$0.00



Appendix G

Task-Budget Form

Title: _____

Alliance Grant Agreement No: _____

Alliance Grant PCA Number _____

Alliance Grant Award: \$ _____

List all tasks identified in the Project Proposal. For each task, show the costs that are to be funded with the grant and the corresponding total costs. Each entry should be clearly linked to Project Proposal tasks.		
Task		Total
1		
2		
3		
4		
5		
6		
7		
8		
9		
etc	etc	
		Total Costs \$



Appendix H Alliance Invoice Report

Invoice Report No: _____

Billing Period: _____ to _____

Submittal Date: _____

Project Title: _____

Grant Agreement No: _____

Principal Investigator: _____

1. What work was performed during this billing period?

2. What milestones, if any were achieved during this billing period?

3. Were any problems encountered in the performance of the work?

4. Please provide narrative supporting
invoiced expenditures this billing period.



5. Personnel Expenditure Summary:

Name:	Hourly Rate:	Total Hours:	Activity / Task:

I certify under penalty of law that this document and any attachment was prepared by me or under my direction in accordance with the Grant referenced above. Based on my inquiry of the persons who manage the project, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. All information submitted in this document and all attachments conform to and is in accordance with the state and federal laws and I so here certify with my signature. I am aware that there are significant penalties for submitting false or misleading information.

Principal Investigator Signature

Date



July 10, 2007

Appendix I: Pest Management Alliance Grant Invoice

(To insure prompt payment, please reference the instructions on the following page)

☐ - Supplemental

From: 2007-08 Pest Management Alliance Grant

To:

Alliance Grant Agreement No:

Grantee Name

Name, Grant Manager

Alliance Grant PCA No:

Address

Dept. of Pesticide Regulation

Alliance Grant Award:

City, CA Zip Code

Pest Management & Licensing Branch

①

Grantee Invoice No.: ②

Contact Number

1001 I Street, 3rd. Floor MS. 3A
Sacramento, CA. 95814

Billing Period: ③

Date:

④ Line Items	⑤ Grant Allotment (per line item)	⑥ Previous Expenditures to Date (From prior invoices)	⑦ Current Expenditures	⑧ Total Expenditures to Date ⑥ + ⑦ = ⑧	⑨ % of Line Item Budget Spent to Date ⑧ ÷ ⑤ = %	⑩ Remaining Grant Funds Per Line Item ⑤ - ⑧ = ⑩
Personnel Services	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0.00
Operating Expenses	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0.00
Travel	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0.00
Equipment	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0.00
Contracts	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0.00
Supplies	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0.00
DIRECT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00
OVERHEAD COSTS	\$0.00		\$0.00	\$0.00	#DIV/0!	\$0.00
TOTAL COSTS	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00
FOR ANALYST USE ONLY		⑪ Total Amount Requested This Invoice			⑫ 10% Withheld (Retention) The Grant will pay in full until ninety (90) percent of the grant award amount has been disbursed to the Grantee. These withheld funds are eligible for release by the Alliance Grant only after the Grant Manager receives and approves the final report.	
Date Received From GM _____		⑬				
Date to Accounting _____		<input type="checkbox"/> FINAL INVOICE				

⑬

⑭

Grantee Principal Investigator or Designated Representative

By signing this invoice I certify, under penalty of law, that this document and any attachment was prepared by me or under my direction in accordance with the terms and conditions of each Grant Agreement Exhibit and, to the best of my knowledge and belief, is accurate and complete. I am aware that there are significant penalties for submitting false or misleading information.

Date

Grant Manager

I certify this invoice, to the best of my knowledge and belief, is accurate and complete and I approve this invoice for payment.

Date



Instructions for Alliance Grant Invoice

- ① **Grant Invoice Number:** Assign a sequential invoice number, for example: 07-001, 07-002, 07-003.
- ② **Billing Period:** Enter Billing Period of work performed. Example for quarterly billing: Jan. 1, 2007, to Mar. 31, 2007. Example for monthly billing: Jan. 1, 2007 to Jan. 31, 2007.
- ③ **Date:** Enter the Date invoice is prepared.
- ④ **Line Items:** From Grant Agreement, Exhibit B Budget.
- ⑤ **Grant Allotment:** Grant allotment per line item from the grant budget.
- ⑥ **Previous Expenditures to Date:** From the last invoice, enter line item amounts from Expenditures to Date, Column #9 . If first invoice, enter zero (0).
- ⑦ **Current Expenditures:** Enter the current grant fund charges for this billing period.
- ⑧ **Total Expenditures to Date:** This is calculated by adding the Previous Expenditures and Current Expenditures.
- ⑨ **% of Line Item Budget Spent to Date:** The percentage is calculated by dividing the Expenditures to Date by the Grant Allotment.
- ⑩ **Remaining Grant Funds Per Line Item:** The line-item Grant allotment minus the total line-item expenditures.
- ⑪ **Total Amount Due This Invoice:** The amount due will be the Total Current Expenditures.
- ⑫ **Final Invoice:** Check this box for final invoice only.
- ⑬ **Grantee Program Director or Designated Representative:** Original signature and date (in blue ink).
- ⑭ **Grant Manager:** Original signature and date (in blue ink).



Appendix J
Invoice Dispute Notification
(without prejudice)

Grantee: _____ Grant Agreement No.: _____

Invoice No.: _____ Amount in Dispute: \$ _____

Date Received: _____ Date Returned to Grantee: _____

The invoice referenced above is disputed for the following reasons:

- ☐ Incorrect Format: _____
- ☐ Noncompliance with
Grant Terms: _____
- ☐ Missing Item Submittals: _____
- ☐ Incomplete Item Submittals: _____
- ☐ Incorrect Line Item Billed/
Incorrect Calculations: _____
- ☐ Other: _____

Comments:

If you have any questions, please contact Debra Lynn at (916) 445-4027 or via e-mail at <dlynn@cdpr.ca.gov>

cc: NAME, Grant Manager



Appendix K Travel Summary Log

Billing Period: _____ to _____

Budget Category: _____

Submittal Date: _____

Grant Agreement No: _____

Project Title: _____

Principal Investigator: _____

Claimant's Name:		
Travel Destination:		
Travel Dates:		
	Description:	Cost
Lodging:		
Meals:		
Mileage:		
Transportation:		
Training:		
	Total Cost	

Claimant's Name:		
Travel Destination:		
Travel Dates:		
	Description:	Cost:
Lodging:		
Meals:		
Mileage:		
Transportation:		
Training:		
	Total Cost	

Claimant's Name:		
Travel Destination:		
Travel Dates:		
	Description:	Cost
Lodging:		
Meals:		
Mileage:		
Transportation:		
Training:		
	Total Cost	